

FOR OFFICIAL USE ONLY

SUGGESTED T/O
PROPOSED JPRS/TT

TOTAL - 10

1 Supervisor	GS-13/12
1 Asst. Supervisor	GS-11/9
1 Correspondence Clerk	GS-5
1 File & Reference Chief	GS-7
4 File & Search Clerk	GS-5
2 Clerk-typist	GS-4

Supervisor - Responsible for operation: collecting, categorizing, filing, searching, retrieving, preparation of publication, liaison (in person, by telephone, mail) with contributors, requesters, et al. Advises management on progress and deficiencies and provides reports on operations as required. Informs management of matters requiring policy decisions.

Asst. Supervisor - Acts as supervisor in absence of the chief; supervises preparation of publication and in cataloging of incoming listings. Assists supervisor in general operations.

File & Reference Chief - Supervises filing clerks and directs clerks efforts in performing index file check in response to incoming inquiries.

File & Search Clerk - Files cards according to directions of the above. Performs searches as directed. May engage in telephone response with requesters as required.

Clerk-typist - Assists in filing and searching as required and performs typing duties as needed.

Correspondence Clerk - Prepares correspondence as required; acts as administrative clerk for T/A records and logistics; other general duties as required.

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